

**Indiana Department of Education
Division of Professional Standards**

STATEMENT OF BEGINNING TEACHER'S PRINCIPAL

	YES	NO
<u>The beginning teacher has demonstrated minimal competence on all criteria of the Beginning Teacher Internship Inventory.</u>	_____	_____

PRINCIPALS: if all criteria have been marked "yes", return only this page. If any criterion has been marked "no", please return the entire Internship document.

Name of Beginning Teacher: _____

Standard or reciprocal license number of Beginning Teacher: _____

Address of Beginning Teacher: _____

Telephone number of Beginning Teacher: _____

Beginning Teacher Social Security Number

The social security number is being requested by this state agency in order to pursue its statutory responsibilities. Disclosure is voluntary; there will not be a penalty for refusal.

Name of Mentor: _____ SS#: _____

Address of Mentor of Mentor: _____

Principal's signature: _____ Date: _____

Typed name and address of principal: _____

Telephone number of Principal: _____

Name of School Corporation: _____ School Corp. # _____

Comments : _____

Please forward to:
Beginning Teacher Internship Program
Division of Professional Standards
State House, Room 229
Indianapolis, IN 46204

Beginning Teacher Internship Inventory

This Inventory lists eight criteria in which a beginning teacher must demonstrate minimum competence in order to complete Indiana's beginning teacher internship requirement. The beginning teacher's principal must complete this document near the end of the second semester of the internship. The principal's final version of the *Inventory* determines if the beginning teacher has successfully completed the internship year.

Below each numbered criterion on the *Inventory* is a list of indicators, which are intended to serve as **sample** ideas to aid the principal in reaching a conclusion on that criterion. These indicators, are therefore, not meant to be "all-inclusive".

A copy of the *Inventory* must be completed and given to the beginning teacher by May 1. The original copy must be sent to the Division of Professional Standards by May 15th. A copy should also be sent to the Indiana college or university which recommended the teacher for his/her original license. If a specific name and address are not known, the following may be used: Certification Advisor, School of Education, college or university name and address.

The eight criteria reflect explicit teaching behaviors associated with promoting student learning. A beginning teacher **must** be minimally competent in all areas (a "yes" response to each) by the end of the Internship year. The beginning teacher is not required to perform at a level befitting an experienced or exemplary teacher, but rather to be at least minimally competent in each criterion area. The principal must check "yes" or "no" for each criterion. If the principal responds "yes" for all criteria, he or she should check "yes" on the overall assessment at the end of the *Inventory*.

The principal should then provide the remaining requested information and sign the form. The principal is required to give the beginning teacher a statement of the reasons for his or her determination (Sec.5 (e) of 511 IAC 10-7). The principal may use the comments section of the inventory to record the reasons for his or her judgment or may include commentary in a separate document.

When a teacher successfully completes his/her internship, the principal's notarized signature on the original copy of his/her teaching license verifies the completion. The teacher's superintendent also signs and verifies the length of employment. ***The license is retained by the teacher until its expiration.*** Upon or near completion, it should be sent to Teacher Licensing of the Division of Professional Standards for renewal. Prior to the expiration date, should the teacher desire a new license which reflects completion of the internship, he or she may be issued an updated version for a fee.

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TEACHER INTERNSHIP CRITERIA
(Sample indicators follow each numbered criterion.)

1. The beginning teacher manages instructional time effectively. **YES** _____ **NO** _____

The beginning teacher....

- a. has materials, supplies, and equipment ready at the start of the instructional activity.
- b. gets students on task quickly at the beginning of the instructional activity.
- c. maintains a high level of time on task.

2. The beginning teacher manages student behavior effectively **YES** _____ **NO** _____

The beginning teacher....

- a. has established a set of procedures that guide the handling routine matters, student movement, and student talk.
- b. actively monitors the behavior of students during instructional activities and during transitions between activities.
- c. stops inappropriate behavior promptly and consistently, yet maintains the dignity of the student.
- d. provides for purposeful student activity.

3. Instructional strategies and activities of the beginning teacher are effective. **YES** _____ **NO** _____

The beginning teacher ...

- a. begins instructional activity with a review of previous material when appropriate.
- b. introduces the instructional activity and specifies learning activities when appropriate.
- c. models effective models of language.
- d. presents instructional activity using concepts and Languages which are understandable to the students.
- e. provides relevant examples and demonstrations to illustrate concepts and skills.
- f. assigns tasks at the appropriate level of difficulty.
- g. asks appropriate levels of questions.
- h. conducts instructional activity at an appropriate pace.
- i. makes appropriate transitions between instructional activities.
- j. makes sure the assignments are clear.
- k. concludes the lesson in an appropriate manner, such as summarizing the main points at the end of the instructional activity.
- l. encourages student responsibility for the student's own learning.

4. The beginning teacher actively monitors student performance.

YES _____

NO _____

The beginning teacher ...

- a. maintains clear, firm, and reasonable work standards and due dates.
- b. circulates during student activities to assist and evaluate all students' performances.
- c. routinely uses oral, written, and other work products to check all students' performance.
- d. uses appropriate questioning strategies.

5. The beginning teacher provides effective instructional feedback

YES _____

NO _____

The beginning teacher...

- a. provides feedback on the correctness or incorrectness of in-class work to encourage student growth.
- b. regularly provides feedback on assigned out-of-class work.
- c. affirms a correct oral response appropriate and then moves on.
- d. provides sustaining feedback after an incorrect response or no response by probing, repeating the questions, giving more time, or giving a clue.

6. The beginning teacher facilitates instruction.

YES _____

NO _____

The beginning teacher...

- a. uses instructional plans which are compatible with school and system-wide curricular goals.
- b. uses diagnostic information obtained from tests and other assessment procedures to develop and revise objectives and/or tasks.
- c. maintains accurate records to document student performance.
- d. has instructional plans which match objectives, learning strategies, assessment, and student needs at the appropriate level of difficulty.
- e. uses a variety of available human and material resources and activities to motivate students and support the instructional program.
- f. organizes unit and lesson plans for long-and short-term effectiveness.
- g. displays appropriate knowledge of the subject(s) taught

7. The beginning exhibits effective human relation skills within the educational environment.

YES _____

NO _____

The beginning teacher...

- a. treats all students in a fair and equitable manner.
- b. interacts effectively with students, coworkers, parents, and community.
- c. builds positive self-concepts among students and fosters an environment free of ridicule.
- d. demonstrates an appreciation and concern for students as individuals as evidenced in classroom interaction.

8. The beginning teacher performs non-instructional activities adequately.

YES _____

NO _____

The beginning teacher...

- a. carries out non-instructional duties as assigned or as need is perceived.
- b. adheres to established laws, policies, rules, and regulations.
- c. participates in professional development activities.